

Position Title

Budget Analyst

Organization

SF02 / MAF INTEGRATION AND OPERATIONS

NASA Announcement Number

MS13D0003

Vacancy Type

Case File

OPM Control Number / Status

337579100 / Posted

Salary Range

\$81,823 - \$106,369

<http://www.usajobs.gov/GetJob/ViewDetails/337579100>

Open Dates

02/12/2013 - 02/26/2013

Pay Plan - Series / Grade (Low)

GS - 0560 / 13

Position Information

Full-Time / Permanent

Duty Location

99MTRO004 - New Orleans Metro Area, LA (1)

Who May Be Considered

This announcement is open to all qualified U.S. citizens.

Citizenship Required

True

Job Summary

As the senior Budget Analyst at the Michoud Assembly Facility (MAF) Directorate, serves as an analyst responsible for organizing, planning, and developing, as well as managing the operational financial management systems; and with budget formulation and execution in overall planning and execution of MAF program management functions.

Comments

TO RECEIVE CONSIDERATION, YOU MUST SUBMIT A RESUME AND ANSWER NASA-SPECIFIC QUESTIONS. THE NASA QUESTIONS APPEAR AFTER YOU SUBMIT YOUR RESUME AND ARE TRANSFERRED TO A NASA WEB SITE. IF YOU SUCCESSFULLY APPLY, USAJOBS WILL SHOW YOUR APPLICATION STATUS AS "RESUME RECEIVED - COMPLETE." IF YOUR STATUS IS "APPLICATION STARTED," YOU HAVE NOT SUCCESSFULLY APPLIED. DO NOT RELY ON A USAJOBS EMAIL TO CONFIRM SUCCESSFUL APPLICATION; ONLY AN EMAIL FROM NASA CONFIRMS SUCCESSFUL APPLICATION.

AS IDENTICAL VACANCIES ARE IDENTIFIED, ADDITIONAL SELECTIONS MAY BE MADE.

TRAVEL AND RELOCATION EXPENSES ARE NOT AUTHORIZED.

Marketing Summary

NASA, the world's leader in space and aeronautics is always seeking outstanding scientists, engineers, and other talented professionals to carry forward the great discovery process that its mission demands. Creativity. Ambition. Teamwork. A sense of daring. And a probing mind. That's what it takes to join NASA, one of the best places to work in the Federal Government.

Key Requirements

1. A one-year probationary period may be required
2. Occasional travel may be required
3. Position subject to pre-employment background investigation
4. Successful completion of a security investigation may be required
- 5.

Total number of openings

1

Major Duties

As the senior Budget Analyst at the Michoud Assembly Facility (MAF) Directorate, serves as an analyst responsible for organizing, planning, and developing, as well as managing the operational financial management systems; and with budget formulation and execution in overall planning and execution of MAF program management functions.

As the senior Budget Analyst at MAF, a commercial and government multi tenant facility, the incumbent receives the call for the budget. Interprets the call in light of the Office of Management and Budget, Treasury Department, and Congressional regulations, directives and policies, and prepares guidance for use in developing an integrated MAF budget. Reviews a variety of historical data (which includes commercial and government rental activity) and compares to current spending information and trends for a consolidated estimate for the complex and diverse aerospace programs, including Orion and SLS programs, manufactured at the MAF.

Consolidates and validates input from commercial and government tenants at the MAF for the presentation of the budget. Oversees the compilation of materials. Coordinates the presentation of and presents annual and long-range budgets for the substantive and supporting aerospace programs administered at the facility. Studies the materials and ensures MAF priorities and objectives have been addressed. Effectively presents budget proposals persuading top MAF officials to approve requested funding.

As the senior Budget Analyst, the incumbent manages budget and resource planning activities for NASA engineering program of national or international scope and impact. Supports the MAF Integration and Operations (IO) Lead for budget management to all elements of the MAF IO elements. Provides business office support for budget development and tracking, reimbursable tracking, Indefinite Delivery and Indefinite Quantity (IDIQ) management, coordination of contract performance evaluation, validates accuracy of MSFOC financial reporting and 533 billing. Ensures that the budget system is effectively utilized as an evaluation tool for measuring program performance and effectiveness. Analyze budgeting and accounting reports for the purpose of maintaining expenditure controls. Provides variance analyses of contractor resources and performance against budgets via 533, identifying Mission Services and IDIQ. Supports budget integration of MAF IO activities between Marshall Space Flight Center (MSFC) and MAF. Provides business office support for the planning, design, and development of systems, and equipment used in the conduct of aerospace research, development and operations programs at MAF. Determine required data and develop necessary reports using SAP/Business Warehouse for Center Operations activities delineating funding obligations against costed amounts used in managing Construction of Facility and Environmental Projects. Supports frequent changes in the annual facilities program to adjust to changing funding resources generated by varying award costs or curtailment of funds by higher authority.

Provides business analysis support developing recommendations to Center and NASA Headquarters management for the development of new systems or modifications to existing facilities and equipment, innovations in operations, budget reduction measures, and impacts of program manufacturing at MAF, and commercial and federal government tenants. Takes action to ensure adequate funds for program coverage. Enters and adjusts data into a wide variety of reports, forms and schedules. Consolidates data for viable overview of the financial status of operations. Distributes cost ceilings to management officials responsible for programs. Maintains accounting records to prevent over-obligation, and periodically analyzes funds to identify possible trends which may result in surplus or shortage of funds. Participates in setting objectives with senior managers to meet short and long term budget needs of the organization's programs and assists in establishment of activity schedules to meet planned activities.

General Qualifications

Applicant must have one year of specialized experience equivalent to the next lower grade, which has equipped the applicant with the particular competencies needed to successfully perform the duties of the position described above. Examples of specialized experience include, but are not limited to, experience that provided the applicant with skill in such areas as analyzing national level programs, exceptionally large and complex programs; developing, recommending, and implementing budgetary and financial policies; Business Development analysis; interpreting and assessing the impact of new and revised Congressional legislation on the formulation and execution of budgets; projecting and analyzing the potential effects of budgetary actions on program viability and attainment of program objectives; analyzing rental rates and income from various commercial and government facility tenants in support of commercial and government property management effort; and using SAP/Business Warehouse to prepare or present financial reports to all levels of management.

Educational Qualifications

No text available

Requirements

U.S. citizenship is required.

How You Will Be Evaluated

NASA uses an automated system (Resumix) that matches the competencies extracted from your resume to the competencies identified by the selecting official for the position. Based on the competencies you match, you are placed in one of three categories identified as 90, 80, or 70 pt. quality categories, which are defined as:

90 pt. Category - Tentatively meets (until subsequent confirmation upon referral) the basic qualification requirements identified in the vacancy announcement and has experience in the same or similar job that has demonstrated superior proficiency in the primary requirements of the position.

80 pt. Category - Tentatively meets (until subsequent confirmation upon referral) the basic qualification requirements identified in the vacancy announcement and demonstrates satisfactory proficiency in the primary requirements of the position.

70 pt. Category - Fails to meet criteria described in the 80 pt. category.

Additional application guidance is available in NASA's *Applicant Guide* (https://resume.nasa.gov/applicant_guide.html).

Information for Veterans: The Category Rating Process protects the rights of veterans by placing them ahead of non-preference eligibles within each category. Preference eligibles who meet qualification requirements and have a compensable service-connected disability of at least 10 percent must be listed at the top of the highest quality category, except when the position being filled is scientific or professional at the GS-09 grade level or higher.

For the purpose of the Career Transition Assistance Program (CTAP) and the Interagency Career Transition Assistance Program (ICTAP), candidates rated in the top quality category are considered well-qualified.

Benefits

NASA offers excellent benefit programs and competitive salaries. To learn more about pay and benefits at NASA, click *HERE* (<http://nasajobs.nasa.gov/benefits/benefits.htm> target=_blank).

Other Information

Any applicant tentatively selected for this position may be required to undergo a pre-employment background investigation.

Individuals who have special priority selection rights under the Agency Career Transition Assistance Program (CTAP) or the Interagency Career Transition Assistance Program (ICTAP) must be well qualified for the position to receive consideration for special priority selection. See 'How You Will Be Evaluated' for definition of well qualified.

Federal employees seeking CTAP/ICTAP consideration must indicate their eligibility when applying for a position. The USAJOBS resume asks you to identify your ICTAP eligibility; the NASA Supplemental Information asks you to identify your CTAP eligibility. If you are selected for the position, you must be prepared to submit proof that you meet the requirements for CTAP/ICTAP. This includes a copy of the agency notice, a copy of their most recent Performance Rating and a copy of their most recent SF-50 noting current position, grade level, and duty location.

As a condition of employment, male applicants born after December 31, 1959, must certify that they have registered with the Selective Service System, or are exempt from having to do so under the Selective Service Law.

In order to receive preference in hiring, you must clearly identify your claim for veterans preference on your resume.

U.S. citizenship is required. NASA's *Applicant Guide* (https://resume.nasa.gov/applicant_guide.html *target=_blank*) provides the information needed to assist you in determining whether or not you can claim 5 or 10 point veterans preference. You should not submit documents to prove your eligibility for veterans preference at this time. However, you must be prepared to submit proof of veterans preference (DD-214, and, if claiming 10-point preference, SF-15 plus proof required by that form) as requested by the Human Resources Office. Veterans preference will only be considered based on what is supported. For instance, if you claim 10-point preference, but are only able to document 5-point preference, you will be considered accordingly. If you fail to provide the required documents within the stated time period, we may withdraw a job offer and/or remove you from further consideration.

If you are an individual with a disability, eligible to utilize federal special hiring authorities for individuals with disabilities or require an accommodation for the application process please contact Patricia Caraway by email at patricia.m.caraway@nasa.gov. Determinations on requests for reasonable accommodation will be made on a case-by-case basis. Your e-mail should have in the subject line 'Reasonable Accommodation', and contain the specific accommodation required/requested.

Your USAJOBS account asks you to assign a name to each of your resumes. When you apply to a NASA position, we will show you the text of the resume you have submitted, but we do not maintain the name you have assigned to that resume. If you wish to keep track of that information, we recommend you make note of it at the time you apply.

Travel and relocation expenses are not authorized.

Current Federal employees must meet time in grade and three months after competitive appointment restrictions by the closing date of the announcement.

How to Apply

This vacancy is being filled through NASA STARS, an automated Staffing and Recruitment System. NASA partners with USAJOBS in providing a seamless application process. Before you begin the application process, please read the vacancy announcement carefully and have all required information available. You may begin the process of submitting your resume by clicking on the 'Apply Online' link.

In order to be considered, you must submit a resume completed on the USAJOBS site. When completing your USAJOBS resume, please remember that NASA limits resumes to the equivalent of approximately SIX typed pages, or approximately 22,000 characters including spaces. You will NOT be allowed to complete the application process if your resume is too long or if your resume was uploaded to USAJobs from a second source. Additionally, NASA does not accept documents attached through USAJobs' document attachment feature.

Once you submit your resume to NASA, you will be asked to complete a short series of additional questions. You must finish the entire process in order to have a complete application package and receive consideration. Your answers will not be saved unless you finish the entire application.

You may edit a previously-submitted application, if the announcement is still open. For more information, see the *Applicant Guide*. (https://resume.nasa.gov/applicant_guide.html target=_blank)

If you are unable to apply electronically for this position, submit your resume and supplemental questions to: National Aeronautics and Space Administration (NASA), Resume Operations Center, Mailstop: HS50, Marshall Space Flight Center, AL 35812. DO NOT submit your resume directly to the Center advertising this vacancy. Mailed resumes must be received by the close of business on the closing date of the announcement. Hard copy resumes requirements are provided at: *Hard Copy Resume Requirements* (<http://nasajobs.nasa.gov/howtoapply/hardcopyresumes.htm> target=_blank).

If you are a first time applicant, we recommend that you review NASA's *Applicant Guide* (https://resume.nasa.gov/applicant_guide.html target=_blank) to ensure that you are providing a complete resume. Failure to submit the supplemental data and a resume that contains all of the required information may result in loss of consideration for positions in which you are interested.

All applications must be received no later than midnight Eastern Time on the closing date of the announcement.

Required Documents

NASA's application process has been specifically developed to ensure that we only ask you for the information we absolutely need to evaluate your qualifications and eligibility. In order to apply for this position, you only need to submit your resume and answer the screening questions and supplemental information. No additional documentation is accepted at the time of application. (For example you need not submit narrative 'KSA' statements; they are not required and will not be evaluated.) In this way we allow you to focus on preparing a resume that best describes your background and abilities. For assistance in preparing your resume, consult the *Applicant Guide* (https://resume.nasa.gov/applicant_guide.html *target=_blank*).

Nothing further is required until requested by the Human Resources Office. At that point, we may ask you to submit documentation to support statements made in your resume. For example, we may ask you to provide academic transcripts or proof of Federal employment status. If you are claiming veterans' preference, we may ask you to submit proof of veterans preference (DD-214, and, if claiming 10-point preference, SF-15 plus proof required by that form). If you fail to provide the required documents within the stated time period, we may withdraw a job offer and/or remove you from further consideration.

Contact

MSFC-Staffing / / msfc-staffing@msfc.nasa.gov

What to Expect Next

Candidates for NASA positions are evaluated using our automated staffing and recruitment system, NASA STARS, which compares your skills and experience as described in your resume with the requirements of the position. If you are found to be a highly qualified candidate, you will be referred to the selecting official for further consideration. (In some cases, individuals with priority for special consideration must be considered and selected before other candidates.) Whether or not you are contacted for an interview depends upon the location of the position and the judgment of the selecting official.

At NASA, we pride ourselves on efficient and timely recruitment actions, and you can normally expect to learn the outcome of the selection process in a fairly short period of time. In addition, to ensure that you can measure progress for yourself, NASA provides you with regularly updated information on the status of the vacancy announcement.